

## LOGISTICS SECTION CHIEF

**Mission:** Organize and direct the service and support activities needed to ensure the material needs for the hospital's response to an incident are available when needed.

Position Reports to: <b>Incident Commander</b>		Command Location: _____
Position Contact Information: Phone: (____) _____ - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (____) _____ - _____		Fax: (____) _____ - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li>• Obtain briefing from the Incident Commander on:                             <ul style="list-style-type: none"> <li>○ Size and complexity of incident</li> <li>○ Expectations of Incident Commander</li> <li>○ Incident objectives</li> <li>○ Involvement of outside agencies, stakeholders, and organizations</li> <li>○ The situation, incident activities, and any special concerns</li> </ul> </li> <li>• Assume the role of Logistics Section Chief</li> <li>• Review this Job Action Sheet</li> <li>• Put on position identification (e.g., position vest)</li> <li>• Notify your usual supervisor of your assignment</li> </ul>		
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li>• Obtain information from the Operations Section Chief, Staging Manager, and the operational status of the Service and Support Branch Directors to assess critical issues and resource needs</li> <li>• Provide information to the Incident Commander on the Logistics Section operational situation including capabilities and limitations</li> </ul>		
<p><b>Determine the incident objectives, tactics, and assignments</b></p> <ul style="list-style-type: none"> <li>• Determine which Logistics Section functions need to be activated:                             <ul style="list-style-type: none"> <li>○ Service Branch</li> <li>○ Support Branch</li> </ul> </li> <li>• Document section objectives, tactics, and assignments on the HICS 204: Assignment List</li> <li>• Make assignments, distribute corresponding Job Action Sheets and position identification</li> <li>• Determine strategies and how the tactics will be accomplished</li> <li>• Determine needed resources</li> <li>• Brief section personnel on the situation, strategies, and tactics, and designate a time for the next briefing</li> </ul>		

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<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Ensure the Hospital Command Center (HCC) is set up and equipped with the necessary resources and services including communications and information technology</li> <li>• Appoint an assistant to manage the needs of the HCC, if needed</li> <li>• Establish and communicate the process for other sections to request personnel and additional resources</li> <li>• If relocation or additional care locations are necessary, coordinate with Operations and Planning Sections to determine the infrastructure requirements that are necessary to meet the operational needs, and conduct pre-deployment assessments</li> <li>• Establish Logistics Section work procedures (e.g., work hours, rotation schedule, contact list, need for and monitoring of overtime hours)</li> <li>• Coordinate procurement and expense needs with Financial Section to determine proper authority and reimbursement ceilings</li> <li>• Participate in Incident Action Plan (IAP) preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>• HICS 205A: Distribute the Communications List appropriately</li> <li>• HICS 206: Ensure that a Staff Medical Plan is created and distributed</li> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> <li>• HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period</li> <li>• HICS 256: Track requested equipment and services on a Procurement Summary Report</li> <li>• HICS 257: Track equipment used during the response on the Resource Accounting Record</li> </ul>		
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Determine equipment and supply needs; request them from the Supply Unit Leader</li> <li>• Assess issues and needs in section areas; coordinate resource management</li> <li>• Make requests for external assistance, as needed, in coordination with the Liaison Officer</li> <li>• Determine from all sections levels of personnel and additional resources needed for next operational period</li> <li>• Work with the Finance/Administration Chief on the preparation of additional service and equipment contracts</li> <li>• Maintain the current status of all areas in Logistics Section, inform Planning Section personnel of activities that have occurred; keep them updated with status and utilization of resources</li> <li>• Inform Finance/Administration Section of personnel time records and potential work-related claims</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

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<b>Safety and security</b> <ul style="list-style-type: none"> <li>• Ensure that all section personnel comply with safety procedures and instructions</li> <li>• Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		
Intermediate Response (2 – 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer the Logistics Section Chief role, if appropriate               <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Address any health, medical and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>• Meet regularly with the Incident Commander and Hospital Incident Management Team (HIMT) staff to update the status of the response and relay important information on the capabilities and limitations of the Logistics Section</li> <li>• Designate a time for briefing and updates with the Logistics Section personnel to develop recommended updates to the Incident Action Plan (IAP) and to develop demobilization procedures</li> <li>• Ensure the following are being adequately supported with necessary resources:               <ul style="list-style-type: none"> <li>○ Clinical areas, both inpatient and outpatient</li> <li>○ Staging and Labor Pool including credentialing of staff and volunteers</li> <li>○ Information technology and information systems network integrity</li> <li>○ Food and water for patients, staff, and visitors</li> <li>○ Employee health and well-being services</li> <li>○ Clinical support services</li> <li>○ Patient family care supply support</li> <li>○ Hospital personnel family support</li> <li>○ Environmental services</li> <li>○ Transportation services</li> </ul> </li> <li>• Coordinate and process requests for personnel and resources from other sections</li> <li>• Obtain needed materials and fulfill resource requests with the assistance of the Finance/Administration Section Chief and Liaison Officer</li> <li>• Communicate regularly with Hospital Incident Management Team (HIMT) staff</li> <li>• Ensure that the Logistics Section is adequately staffed and supplied</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document actions, decisions, and information received on Activity Log</li> </ul>		
<b>Resources</b> <ul style="list-style-type: none"> <li>• Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with Operations Section Chief</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

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<b>Safety and security</b>		
<ul style="list-style-type: none"> <li>• Ensure section personnel health and safety issues are being addressed; report issues to the Safety Officer and Employee Health and Well-Being Unit</li> </ul>		

Extended Response (greater than 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer Logistics Section Chief role, if appropriate:               <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>• Continue to monitor the ability of Logistics Section personnel to meet workload demands, personnel health and safety, resource needs, and documentation practices</li> <li>• Continue to maintain the HICS 257: Resource Accounting Record to track equipment used during the response</li> <li>• Communicate regularly with the Hospital Incident Management Team (HIMT)</li> <li>• Brief Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Logistics Section</li> <li>• Designate a time for briefing and updates with Logistics Section leadership to update the Incident Action Plan (IAP)</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document actions, decisions, and information received on Activity Log</li> <li>• HICS 257: Track equipment used during the response on the Resource Accounting Record</li> </ul>		
<b>Resources</b> <ul style="list-style-type: none"> <li>• Monitor levels of all supplies and equipment, and collaborate on needs with the Supply Unit Leader</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
<b>Safety and security</b> <ul style="list-style-type: none"> <li>• Observe section personnel for signs of stress and inappropriate behavior; report concerns to the Safety officer and the Employee Health and Well-Being Unit</li> <li>• Provide for personnel rest periods and relief</li> <li>• Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> </ul>		

Demobilization/System Recovery	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer Logistics Section Chief role if appropriate</li> </ul>		



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<ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, demobilization actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> <li>● Work with Planning and Finance/Administration Sections to complete cost data information</li> <li>● Debrief section personnel on lessons learned and procedural or equipment changes needed</li> <li>● Participate in other briefings and meetings as required</li> <li>● Submit comments to the Planning Section for discussion and possible inclusion in an After Action Report and Corrective Improvement Plan. Topics include:             <ul style="list-style-type: none"> <li>○ Review of pertinent position descriptions and operational checklists</li> <li>○ Recommendations for procedure changes</li> <li>○ Accomplishments and issues</li> </ul> </li> <li>● Participate in stress management and after action debriefings</li> <li>● As objectives are met and needs decrease, return Logistics Section personnel to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Planning Section Demobilization Unit Leader</li> <li>● Assist other Section Chiefs in restoring the hospital to normal operations</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 221: Demobilization Check-Out</li> <li>● Ensure all documentation is submitted to the Planning Section Documentation Unit</li> </ul>		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 - Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 205A - Communications List</li> <li><input type="checkbox"/> HICS 206 - Staff Medical Plan</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> HICS 252 - Section Personnel Time Sheet</li> <li><input type="checkbox"/> HICS 253 - Volunteer Registration</li> <li><input type="checkbox"/> HICS 256 - Procurement Summary Report</li> <li><input type="checkbox"/> HICS 257 - Resource Accounting Record</li> <li><input type="checkbox"/> Hospital Emergency Operations Plan</li> <li><input type="checkbox"/> Hospital Incident Specific Plans or Annexes</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Master Inventory Control lists</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> </ul>